



**Arkansas Department of Community Correction**  
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**ADMINISTRATIVE DIRECTIVE: 04-03 TOBACCO**

**TO: DEPARTMENT OF COMMUNITY CORRECTION (DCC) EMPLOYEES**

**FROM: G DAVID GUNTARP, DIRECTOR**

**SUPERSEDES: AD 99-05**

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**APPROVED: Signature on File**

**EFFECTIVE: August 1, 2004**

- I. APPLICABILITY.** This policy applies to Department of Community Correction (DCC) residents, employees, contract staff, volunteers, vendors, visitors, and other persons on Department owned or leased property.
- II. POLICY.** It is DCC policy to provide a tobacco-free environment for the health and safety of all staff and offenders.
- III. DEFINITIONS.**
  - A. Tobacco Products.** Any smoking or smokeless tobacco product.
  - B. Residents.** Offenders incarcerated or confined in DCC correctional facilities.
- IV. GUIDELINES.**
  - A.** The following are prohibited:
    - 1. Possession, sale or use of tobacco products within the secure perimeter of a Department correctional facility,
    - 2. Possession or use of tobacco products by employees or others while engaged in direct supervision of offenders,
    - 3. Use of tobacco products while operating or riding in department vehicles, and
    - 4. Use of tobacco products inside or within twenty-five (25) feet of any entrance of a department owned or leased building or office space. In the case of leased buildings or office space where the Department is not the sole occupant, a request will be made to the building authority to include such a prohibition for that facility. Whether or not such a requirement is imposed, the prohibition will apply to Department employees.
  - B.** Tobacco products and smoking paraphernalia, e.g., cigarette lighters, matches, rolling paper and pipes, in the possession of residents are contraband subject to seizure and destruction.
  - C.** Violators may be subject to prosecution (Ark. Code Ann. §5-54-119, Introducing a Prohibited Article into a Correctional Facility) and disciplinary action.

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*"There is good in all people; how we deal with them determines how much of it we see."*